



TRURO  
SCHOOL

**FTS** | Friends of  
Truro School

## **FTS AGM & Committee Meeting**

**Tuesday 20<sup>th</sup> November 2018**

**6.30pm – Heseltine Gallery, Truro School**

<b>Present :</b>	Andrew Gordon-Brown (AGB)	Headmaster
	Sarah Patterson (SLP)	Head of Prep School
	Sarah Knowles (SK)	Events Manager (TS)
	Laura Rundle (LR)	Chair (TS)
	Gemma Rowe (GR)	Vice Chair (TS & Prep)
	Lynda Clark (LC)	Secretary (TS)
	Ros Whitelegg (RW)	Treasurer (TS)
	Emma Caddis (EC)	Committee Member (TS & Prep)
	Sophie Kazan (SK)	Committee Member (TS)
	Laura Fawcett (LF)	Parent (TS & Prep)
	Fiona Hughes (FH)	Parent (TS)
	Doremi Vaardi (DV)	Parent (Prep)

### **1. Apologies**

- Apologies were received from Alex Taylor and Katie Bawden-Tucknott

### **2. Acceptance of previous AGM Minutes from November 2017**

- Approved by EC and seconded by SK

### **3. Chair's Report**

- A copy of Chair's Report from Laura Rundle is attached (Appendix 1)

### **4. Approval of Accounts**

- A copy of Treasurer's Report from Ros Whitelegg is attached (Appendix 2)
- Ros reminded the Committee that the parents' annual subscription fees were stopped two years ago
- All costs are now transparent and tracked
- Detailed event sheets have been introduced and a process for lessons learnt
- The Barclays bank account is still with Jo Craze and Jo Beaumont (receives income of £30 each year)
- We agreed to hold £1500 of working capital
- Second hand uniform – income is donated to FTS if parents don't want money back for sale
- We are waiting for the accounts to be approved by the auditors, before uploading

## **5. Election of Officers and Committee**

### **Officers**

The following Officers were re-elected and newly elected :-

- Chair : Laura Rundle 3<sup>rd</sup> term – proposed by EC, seconded by GR
- Vice Chair : Gemma Rowe 2<sup>nd</sup> term – proposed by LC, seconded by EC
- Secretary : Lynda Clark 3<sup>rd</sup> term – proposed by EC, seconded by GR
- Treasurer : Doremi Vaardal 1<sup>st</sup> term – proposed by EC, seconded by RW

The following Officer has stepped down from the Committee :-

- Ros Whitelegg (Treasurer)

Laura Rundle thanked Ros for the large amount of time that she had committed to the FTS and her contribution in formalising the financial best practices, bringing consistency and discipline across both school sites.

### **Committee**

The following Committee Members were re-elected and newly elected :-

- Emma Caddis 3<sup>rd</sup> term - proposed by LC, seconded by GR
- Alex Taylor (not present) 3<sup>rd</sup> term - proposed by GR, seconded by LR
- Fiona Hughes 1<sup>st</sup> term – proposed by EC, seconded by RW
- Laura Fawcett 1<sup>st</sup> term – proposed by SK, seconded by EC
- Catherine Wood (not present) 1<sup>st</sup> term – proposed by GR, seconded by LC

The following Committee Members have stepped down from the Committee :-

- Sophie Kazan
- Katie Bawden-Tucknott

Laura Rundle thanked Sophie and Katie for their contribution to the FTS

## **6. Election of Auditors**

- Francis Clark was elected as the nominated auditor (contact – Darren Perry)
- Proposed by RW, seconded by LC

## **7. Any other business**

### **Role of FTS Chair**

- Due to work and personal commitments during 2019, Laura feels unable to dedicate the time she feels necessary to successfully fulfil the current workload required of the role of FTS Chair.
- It was discussed that an action plan needs to be agreed of how the School and the Committee can help to support this role
  - Consider whether more regular meetings are held with parents at the School Café
  - Would it be beneficial to have two Chairs – one at each school?
- The aim is to find a replacement Chair by the end of the spring term

## **FTS Job Descriptions**

- The Committee needs to meet to define to the following roles :-
  - Prep Class Rep role
    - Exists and will be re-circulated to Committee for comments
  - FTS Officer
  - FTS Committee Member

## **Year Group Facebook Pages**

- Truro School 5<sup>th</sup> Year parents do not have a Facebook page
- Laura Rundle to create one and Fiona Hughes to try to get members to join

## **Parents 'opting in' to FTS circulation groups**

- New process to be rolled out in September 2019 for new parents at Truro School
- Head of Communications (Carla Lamb) to include opt in form with admissions form, to enable parents to be on a circulation list
- GDPR to be controlled by the school rather than the FTS
- This information will be used for different circulation email groups, eg :-
  - Year Groups
  - Area Reps
    - School to co-ordinate pupils/families into locations – could this be done in conjunction with Admissions Team?

## **Truro School Year Reps/Class Reps**

- The Headmaster plans to have a proper launch in September 2019
- These parents do not need to be on the FTS Committee

## **Annual Events**

- All events for new academic year (Sept 2019 – July 2020) need to be agreed by May 2019
- Events to be planned and an Event Leader in place with appropriate support
- FTS events will be school marketed events, with the role of the FTS to promote and push the event within the parent community
- Ros commented that if the event is a school event, it should be covered by the school insurance (although the policy had not been seen)
- Risk assessments are also owned by the school and the Events Leader would co-ordinate with the school
- Prep Quiz and Curry night – consider whether this should be moved from autumn term to January, which is a quieter month for school and parents

## **Truro School Christmas Fair - Saturday 2<sup>nd</sup> December 2018**

Update from Sarah Knowles

- In 2017, 22 commercial vendors attended (historically have had up to 30)
- For 2018, 20 forms have been emailed to potential vendors and 13 have confirmed
  - The balance is not right at the moment – need cake stall, candles
  - Some vendors have not returned as not made enough money
- In 2017, we had 8/9 stalls run by pupils (for 2018 there are none)
  - Pupils don't know if they are going to be on the overseas trip
- How do we target more vendors to run stalls?

- There is competition with Padstow and Fowey Christmas Markets on the same day
- Going forward, Marketing team need to aim to secure vendors in the spring term
  - School to bring in the vendors and role of FTS is to encourage parents/pupils to attend
- Need to have a meeting to discuss lessons learnt after the fair
  - Consider whether a Friday evening may be more successful (like the Prep)
    - Pupils are being collected, could have mulled wine, Choristers and choir early evening

#### **8. Next Committee Meeting**

Date : Tuesday 22<sup>nd</sup> January 2019  
Time : 6.30 – 7.30 pm  
Venue : Truro School Dining Hall (senior)

Lynda Clark  
FTS Secretary  
10/12/2018